

## ORDINANCE 15

### TERMINATION OF REGISTRATION ON ACADEMIC GROUNDS (OTHER THAN FAILURE IN A PRESCRIBED EXAMINATION)

#### PREAMBLE

1. This Ordinance provides for the termination of registration on academic grounds other than failure in a prescribed examination, of students registered at a Central Academic Body<sup>1</sup>. It does not apply to students registered at a Member Institution.
2. A student's registration may be terminated on academic grounds under this Ordinance where his or her academic performance, progress, attendance, or attainment (hereinafter referred to as 'academic performance') falls below the required standard in a way that suggests that the course of study is unlikely to be completed satisfactorily or successfully. This includes (but is not limited to) absence from lectures, classes, seminars, tutorials or other required activities; failure to submit required work; submission of work significantly below the required standard; and any other factors that impede academic progress, such as a lack of co-operation with a tutor or supervisor.
3. Proceedings under this Ordinance are not disciplinary proceedings and termination of registration is not a disciplinary sanction. If the academic grounds constitute misconduct as defined in the *Code of Student Discipline*, then proceedings shall be instituted under that Code. This procedure shall not be used where separate procedures are provided under other Ordinances such as those in case of debt (which includes a failure to pay fees or other charges) or where specific conditions relating to registration are not fulfilled, leading to cancellation of registration, failure to register or failure to renew registration.

#### DELEGATION

4. In approving this Ordinance, the Board of Trustees authorises:
  - 4.1 the Vice-Chancellor to delegate the Vice-Chancellor's powers and duties under this Ordinance to the Deputy Vice-Chancellor either generally or in respect of a particular case; and
  - 4.2 in the School of Advanced Study, the Pro Vice-Chancellor (Research and Public Engagement) and Dean and Chief Executive of the School of Advanced Study (the Dean) and the Director of an Institute to delegate to the Deputy Dean or a Deputy Director respectively in particular cases where it is not possible for the Dean or Director to deal with the matter personally.

#### WARNINGS ABOUT ACADEMIC PERFORMANCE

5. A student whose academic performance gives cause for concern will:
  - 5.1 receive a written warning from the course director (or equivalent) or the student's supervisor, including the conditions that must be satisfied to remedy performance, when the conditions must be met, and to whose satisfaction; and
  - 5.2 be of(i)2.7 satar2.6H( m)-6h6 (s)-2 (( )TJ.9 ( equih.9 (f)-6)4.5 (r)-6 (s)-2 (e)10on.6 (ent).9 (m) Central Academic Body.

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<sup>1</sup>'Central Academic Body' means an educational, academic or research institution established in accordance with Statute 17.1.

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6. The warning may be repeated and the conditions may be varied after further meetings with the student. A written record shall be retained of any such warning and a copy sent to the student.
7. In serious cases where:
  - 7.1 a warning would not be appropriate; or
  - 7.2 a warning cannot be issued (eg because the student cannot be contacted); or
  - 7.3 the warning is ignored; or
  - 7.4 academic performance remains unsatisfactory after due warning has been given;

registration may be terminated as set out in paragraphs 10-17 and 27-34 below.

### **ACADEMIC INSUFFICIENCY CAUSED BY MEDICAL OR HEALTH REASONS**

8. If it appears to the Central Academic Body, or if the student alleges, that the academic grounds for termination of registration may be brought about by medical or health reasons, including mental ill-health or substance abuse, the Central Academic Body before commencing proceedings may seek, and may require the student to seek, professional advice. The Institute may require a student to undergo a medical examination or to provide evidence from a medical practitioner.
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ask questions.

14. The Director may require attendance at the interview of other persons from the Institute (normally the student's personal tutor or supervisor) and shall consider a request from the student for the attendance of other persons. The interview will be conducted at a time and place and in a manner which seems to the Director most appropriate. The interview may be conducted notwithstanding the non-attendance of any other person provided that the Director and the student are both present.
15. The Director may reach a decision without interviewing the student if the student cannot be contacted or fails to attend after due notice.
16. After the interview, or the date fixed for the interview if the student was absent, the Director must within five working days reach one of the following decisions:
  - 16.1 that termination of registration is not justified; or
  - 16.2 that termination of registration is not justified but there are sufficient academic grounds to justify a recommendation for termination of registration unless a particular course of action is followed, or on some future e;0 Td [(nator)Tj 0 Tc 0 Tw c81egi  
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- 33.1 that termination of registration is not justified; or
- 33.2 that termination of registration is not justified but there are sufficient academic grounds to justify a recommendation for termination of registration unless a particular course of action is followed, or on some future event; or
- 33.3

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### **READMISSION AFTER TERMINATION OF REGISTRATION**

44. No student whose registration has been terminated under this Ordinance shall be re-admitted to a course of study or re-registered as a student of the University except with the permission of the Vice-Chancellor.

### **THE OFFICE OF THE INDEPENDENT ADJUDICATOR FOR HIGHER EDUCATION**

45. The Procedure detailed above completes the University's consideration of the matter. Attention is, however, drawn to the Office of the Independent Adjudicator for Higher Education (OIAHE). The OIAHE provides an independent scheme for the review of